

Quick Reference Guide 3

Word 2013 for Windows

Styles and Table of Contents



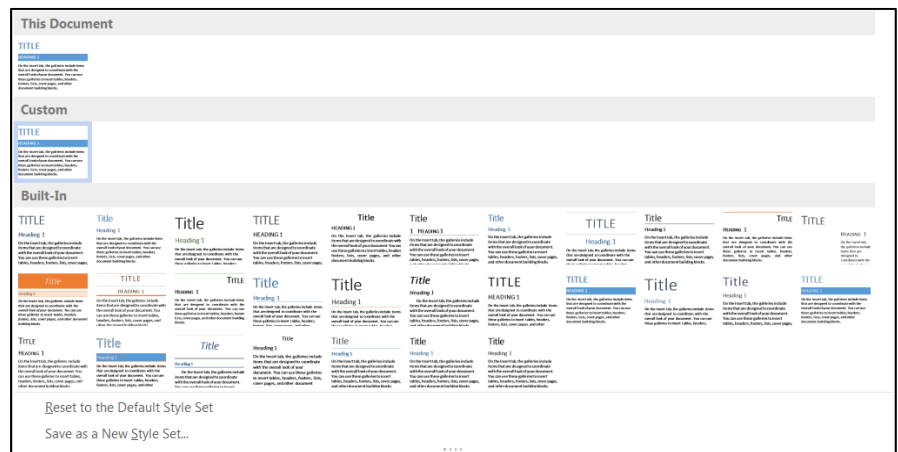
Style Sets

Word Style Sets contain pre-defined combinations of paragraph and character formatting that can be applied to a document and thereby change the formatting for Charts, Smart-Art graphics, tables and multi-level outline numbering. When you apply styles in connection with a Theme, the Style Set changes to match the new theme customizations.



Quick Styles

- Click the **Design Tab**. The Design commands displays (shown right).
- To change the document paragraph/character formatting, click one of the **Style Sets** from the gallery on the **Design Command Tab**.
- Click the **Style Set** drop-down arrow to select from user-built **Custom** or Office **Built-In** style sets (shown right).



Saving a Custom style set

1. Make the desired changes to the font, paragraphs and individuals paragraph styles. For more information on modifying styles, see the section entitled "Modifying Heading Styles" at page 2.
2. Click **Save as a New Style Set** from the drop-down menu. The *Save as a New Style Set* dialog box opens defaulted to the correct default folder for the style set to be saved.
3. Enter a unique name for the style in the **Filename** field and click **Save**. The style set will now be available for future documents and will display in the Style gallery in the *Custom* group.

Heading Styles

Heading Styles are an efficient way to format a multi-level outlined document paragraph by paragraph with up to nine (9) unique heading styles. Using Heading Styles has many benefits:

- You can create endless possible numbering schemes by customizing each Heading Style level in a unique way.
- All paragraphs with a given style are edited when making changes to the style.
- Table of Contents formatting is programmed into the Heading Styles, making it easy to generate a Table of Contents with a couple keystrokes.
- The numbering adjusts automatically when sections are inserted, deleted or moved.
- Cross-referencing is built into the Heading Styles, making it a snap to build cross-references into the file.



For software training, contact the Computer Training Center (CTC) at 358-1111 or visit the CTC Web site at <http://itcd.hq.nasa.gov/ctc>.

Applying Heading Style

1. Click your cursor anywhere in the paragraph to be modified.
2. Click the **Home Tab**. A set of *Quick Styles* displays in the *Styles* group.
3. Click the **Styles** drop-down arrow to display the *Styles gallery* (shown right).
4. Click to select the desired Heading Style. The new style is applied to the paragraph.
5. Continue selecting Headings Styles 1-9 for each paragraph that is part of the outline.

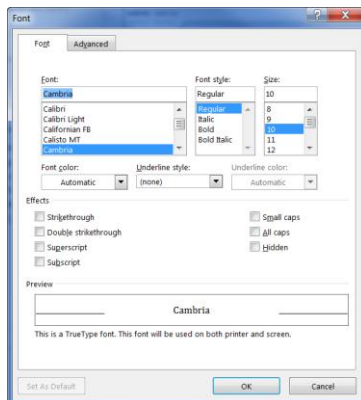


Modifying Heading Styles

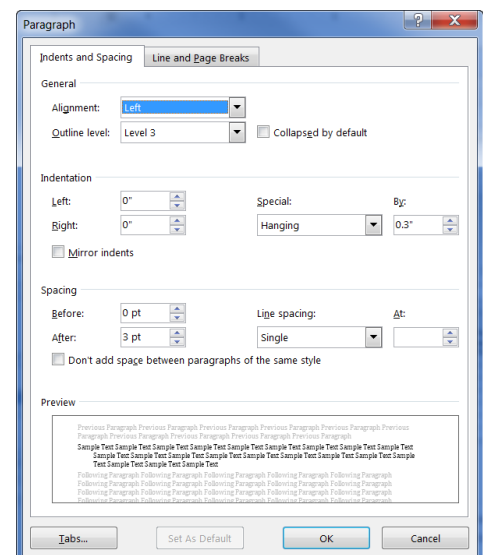
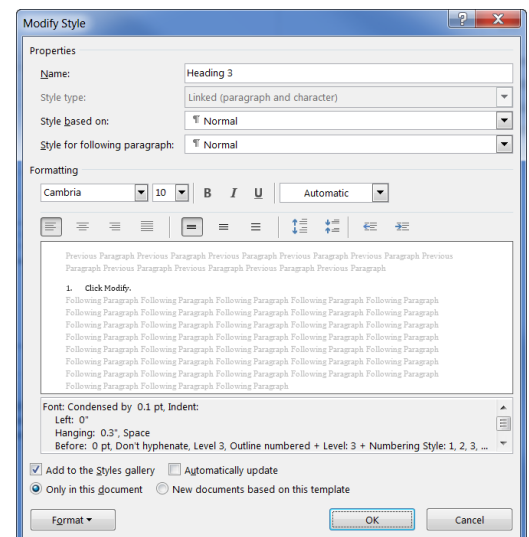
There are two distinct steps to modifying Heading Styles. First, you can change the appearance of the text by adjusting the Font and Paragraph spacing. Second, you can change the numbering scheme being used from, for example, a standard outline format (I, A, 1, a, etc.) to legal style numbering (1., 1.1, 1.1.1, 1.1.1.1, etc.) and anything in between.

Modifying the Font and Paragraph Spacing


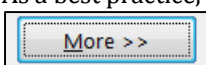
1. Click your cursor anywhere in the paragraph to be modified.
2. Locate the appropriate Heading Style to be edited in the Style Gallery and right-click on the Heading Style. A Shortcut menu displays.
3. Click **Modify**. The *Modify Style* dialog box displays (shown right).
4. To modify the **font** of the paragraph text (not the numbering scheme font)
 - a. Click **Format | Font**. The *Font* dialog box displays (shown below).



- b. Edit the Font, Font style, Size, Font color Underline Style, Underline color and/or Effects.
 - c. Click **OK** when done.
5. To modify the **paragraph** indent and spacing, click your cursor anywhere in the paragraph to be modified.
 6. Locate the appropriate Heading Style to be edited in the *Style Gallery* and right-click on the Heading Style. A Shortcut menu displays.
 7. Click **Modify**. The *Modify Style* dialog box displays (shown right).
 - a. Click **Format | Paragraph**. The *Format Paragraph* dialog box displays (shown below).
 - b. Use the *General* group to set align Right, Left, Center or Justified.
 - c. Use the *Indentation* options to change the Left and Right margins and define the **Special** spacing.
 - d. Click the *Line and Page Breaks Tab* to change the pagination.
 - e. Click **OK** when done.



Modifying the Numbering Scheme

- From the *Paragraph* group on the **Home Tab**, click the **Multi-level list** drop-down arrow . The **Shortcut Menu** displays.
- Click **Define New Multilevel list**. The *Define New Multilevel list* dialog box displays (shown right).
- As a best practice, be sure to click the **More** button  to expand the dialog box (shown expanded).

FYI ... when the **More** button is expanded the button changes to a **Less** button.

- In the **Levels control**, Word offers nine numbering levels for multilevel lists. Select Level 1. The level will be highlighted in the **Preview**. All the fields on the dialog box will now display the current settings for Level 1.
- Click the **Number style for this level** drop-down arrow (shown right), and select the number style sequence to be used for the heading numbering. These settings could be Arabic numerals, Alphabetical letters, Roman numerals, Bullets or Special Characters.
- Click into the **Enter formatting for number** field (shown below), type leading text in front of the heading numbering and type punctuation after the heading numbering as necessary.

Enter formatting for number:

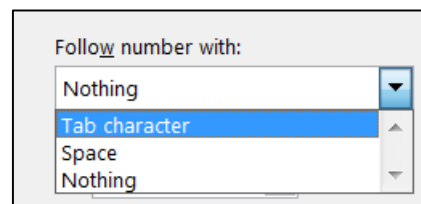
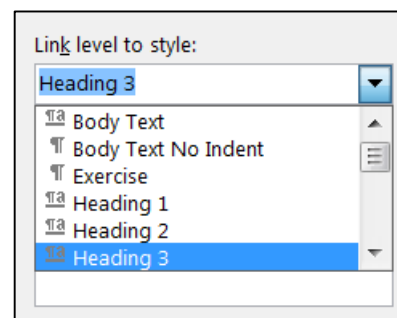
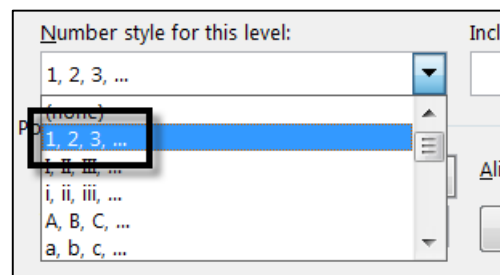
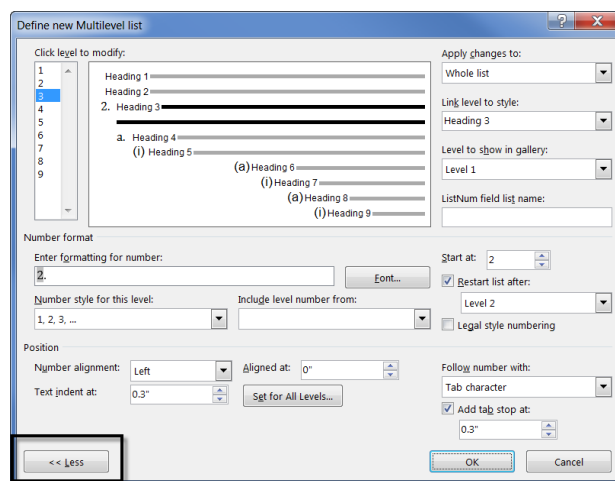
Section 6.

- Click the **Font** button to change the font for the Heading numbering. The *Font* dialog box displays. Make your edits and click **OK**.

Please note, this will not change the font for text typed at this level; only the Font for the numbering.

- In the **More** options, click the **Link level to style** drop-down arrow (shown right) and ensure that each level is associated with the corresponding Heading Style (i.e., Level 1 to Heading 1, Level 2 to Heading 2, etc.).
- In the **Follow number with** drop-down list (shown right) select the desired spacing between the Heading numbering and the typed text. The options are **Tab character**, **Space** or **Nothing**.
- Make additional changes as desired.
- In the **Levels control**, click the next level to be edited. Repeat the above steps for each level.
- Click **OK** to save your changes.

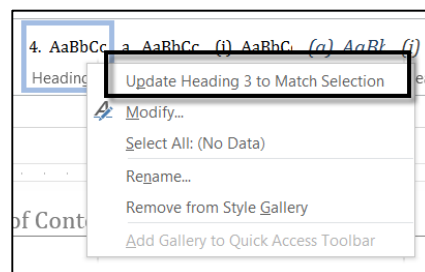
All paragraphs with Heading Styles applied will be formatted according to the settings modified here.



Modify By Example

If you want to make simple changes to a style, there is an easy and efficient way to do this using *Modify By Example*. This method allows the user to change text formatting with the applied style and then add the modifications into the style after the fact using the edited text as the example.

1. Select text that is styled with the style that you want to change. For example, to change the attributes of the Heading 1 style, select text that has the Heading 1 style applied.
2. Format the selected text with the new attributes that you want. For example, change the point size for the Heading 1 style from 16 points to 14 points.
3. Without moving the cursor from the edited text and leaving the edited text highlighted, on the **Home Tab**, in the *Styles* group, right-click the style that you want to change and click **Update [Heading 1] to Match Selection**.



All paragraphs with the modified style will automatically change to match as the changes are now part of the style formatting.

Table of Contents

Using Heading Styles in conjunction with the Table of Contents gives you the capability to update the table of contents anytime changes are made to the heading text, sequence, or level. If your document is formatted with Heading Styles, it is easy to create a table of contents. First, follow the steps outlined above to format the paragraphs to be inserted in the Table of Contents with the Styles Heading 1 through Heading 9. Word uses those headings to build the table of contents.

For more information on heading styles, see the section entitled "Heading Styles" at page 1 of this Quick Reference Guide.

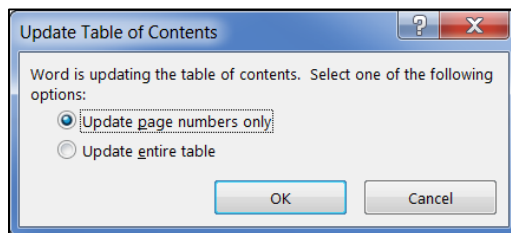
Inserting the Table of Contents

1. Click your cursor in the document where you want to insert the table of contents – usually near the beginning of a document.
2. Click **References Tab | Table of Contents**. A gallery of possible Table styles displays in a drop-down list.
3. Click to select an **Automatic Table** from the gallery of styles.

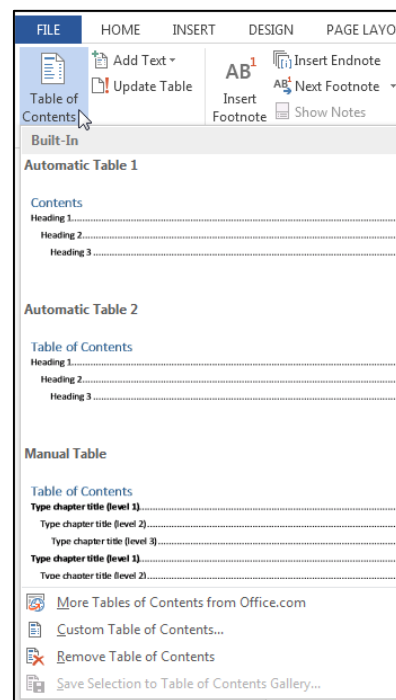
*FYI... if you choose **Manual Table**, Word will insert placeholder text that creates the look of a table of contents, however, a **Manual Table** does not update automatically.*

Updating the Table of Contents

1. Right-click anywhere in the Table of Contents and a shortcut menu will display.
2. Click to select **Update Field**. The *Update Table of Contents* dialog box displays (shown below).



- a. Click to select **Update page numbers only** if only the pagination has changed but the text of the Heading has not changed.
 - b. Click to select **Update entire table** if the text and pagination have changed.
3. Click **OK**.

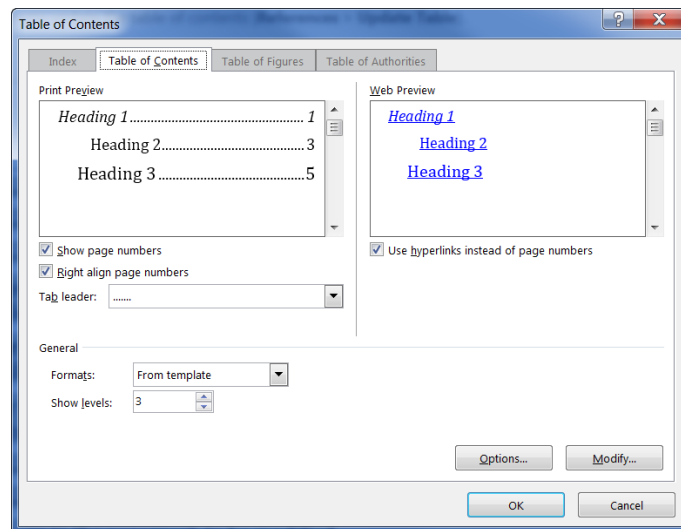


Formatting a Table of Contents

When creating a table of contents, you can select how many heading levels to include and whether to show dotted lines between the entries and the page numbers. You can also change the formatting of the text as part of the Table of Contents style controlling the appearance.

If your document already includes a table of contents, these steps will replace it.

1. Click into the Table of Contents, then click **References | Table of Contents | Custom Table of Contents**. The *Table of Contents* dialog box displays (shown right).
2. Make your changes in the **Table of Contents** dialog box.
 - Click to enable/disable **Show page numbers**.
 - Click to enable/disable **Right align page numbers**.
 - Click the **Tab leader** drop-down arrow and select from the options.
 - Click the **Show levels** drop-down arrow and select how many levels to include in the Table of Contents.
 - Click to enable/disable **Use hyperlinks instead of page numbers**. This option controls the behavior when you click on the Table of Contents.
 - If it is enabled, the entire Table of Contents is a hyperlink. Clicking anywhere in the table will cause your cursor to follow the hyperlink to that location in the text.
 - If disabled, hyperlinks are associated with the page numbers only, rather than the entire table. This makes it possible to click into the table text without moving to another location in the document. To follow the hyperlink, **Control + click on the page number** in the Table of Contents.
 - To change the overall appearance of your table of contents, click the **Formats** drop-down arrow, and then click the format that you want.
3. Click **OK** when done.



Modifying the Table of Contents Styles

Table of Contents use styles TOC 1 through TOC 9 to define the appearance of the various headings as they display in the Table of Contents. To customize the Table of Contents styles formatting, follow the steps below.

1. Click into the inserted Table of Contents and then click **References | Table of Contents | Custom Table of Contents**. The *Table of Contents* dialog box displays (shown above).
2. Click the **Modify** button. The *Style* dialog box displays.
3. Click to select the style to be edited in the **Styles** gallery list.
4. Click the **Modify** button. The *Modify Style* dialog box displays (shown right).
5. Click the **Formatting** buttons to change the **font**, point size, **color**, apply **Bold**, **Italics** or **Underline**.
6. Click the **Alignment** buttons to change the justification of the paragraph and the spacing.
7. Click **Format** in the bottom left corner to edit the **Font**, **Paragraph**, **Tabs**, **Border**, **Language**, **Numbering**, assign a **Shortcut key** or edit **Text Effects**.
8. Click **OK** when done.

